



**ADVERT – EXTENSION  
SERVICE PROVIDER TO DEVELOP STANDARD OPERATING PROCEDURES FOR HR  
POLICIES  
QUOTE NO: CORP-Q012/21/22**

**REQUEST FOR TENDER: DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY**

Dr Nkosazana Dlamini Zuma Municipality is requesting bid from suitably qualified and experienced service provider to develop standard operating procedures for HR policies

This quotation will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 - BBBEE.**

**AVAILABILITY OF DOCUMENTS**

Quotations documents will be available at the Creighton Office from the **21<sup>st</sup> September 2021** during office hours until **the 04<sup>th</sup> October 2021 12h00pm**. The cost of the quotation document is **R166.00** which is non-refundable. An Electronic copy is available on our website ([www.ndz.gov.za](http://www.ndz.gov.za)) for **FREE**.

**DOCUMENTS TO BE SUBMITTED WITH THE QUOTATION:**

- Valid tax clearance certificate or Tax Compliance Status PIN
- Submit proof that the bidder and its directors are not owing municipal services
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copy of B-BBEE certificate / Certified Affidavit
- Certified copies of ID's.
- Form of offer
- MDB 1,4, 8 and 9 fully completed.
- Registration with CSD

**CLOSING DATE:**

Quotation documents must be submitted in a sealed envelope clearly marked with the Tender number and closing date and dropped off in the tender box at the **Dr Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** by no later than **the 04<sup>th</sup> October 2021 before 12:00pm**. Late or faxed quotations will not be accepted. Failure to comply with the above conditions will invalidate your offer.

The Dr Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment.

**NB: Quotation will remain valid for a period of 60 days from date of the closing of the Quote.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**

Procedure related enquires: Ms.L.M. Mhlamvu (039) 833 1038

Technical Enquiries: Mr S Radebe (039) 833 1038

  
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**Mr. N.C. VEZI**  
**Municipal Manager**

**ENTERED 28 SEP 2021**